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Recommendation for the Creation of the CFW, Chapter 5 of Findings of the Task Force on Women, undated

Commission for Women

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CHAPTER V

IMPLEMENTATION OF TASK FORCE RECOMMENDATIONS

Commission on Women

Composition

- V-1. It is recommended that the Chancellor appoint a permanent Commission on Women by early fall, 1972. This body should be chaired by a female administrator with significant campus-wide authority and should include representatives of faculty, students, administrative-professional employees, clerical-supporting employees, and the Office of Women's Programs.

Duties of the Commission should include:

A. Education and Research

- (1) to educate the campus community concerning the problems and needs of women;
- (2) to initiate and support research on the status of University women, their needs and how these needs should be met;
- (3) to act as an advocate for the educational needs of women students;
- (4) to encourage and support academic and extra-curricular programs for and about women.

B. Equal Employment for Women

- (1) to review regularly the Knoxville campus' Affirmative Action Plan for women and make recommendations for changes through its representatives on the Equal Employment Opportunity Committee;
- (2) to assist the Equal Employment Opportunity Committee in interpreting the Equal Employment Opportunity Program and the Affirmative Action Plan to the management and employees of the University and to the community;
- (3) to conduct a salary study annually;

- (4) to coordinate with the appropriate academic administrator, assistance to, and monitoring of, departments and other units of the University in meeting compliance goals;
- (5) to assist in periodic federal compliance reviews;
- (6) to issue complaints to the Equal Employment Opportunity Committee and the appropriate administrator whenever the Commission has reason to believe that some person or part of the University is engaging in an unfair discriminatory practice;
- (7) to act as an advocate for individual women in cases of discrimination, and to gather information for use in such cases;
- (8) to conciliate grievances where possible;
- (9) to establish methods for maintaining current awareness of the concerns of women.

C. Reporting to the University Community

to compile and present annual reports to the Chancellor, the Equal Employment Opportunity Committee, and the University community indicating the status of women on campus and progress made in eliminating discrimination.

Administrative Objectives

In addition to the Commission on Women, three distinct sets of needs have been identified which must be met through campus administration in order to insure equal opportunity for all women on the Knoxville campus, and an attempt is herein made to outline the functions which must be served by one person or a combination of persons in administrative positions without designating precisely which administrator(s) should execute these functions or what the positions should be labeled. Needs have been identified in the areas of: (1) Academic Administration, (2) Chairperson of the Commission on Women, and (3) Women's Studies Program.

Academic administration

- V-2. A woman should be appointed to an administrative position of significant campus-wide authority through which she can be responsible for and responsive to the problems of women on this campus.

The responsibilities and functions which need to be carried out include:

A. Administrative-Professional

- (1) meet with the heads of all administrative offices to

determine available posts and explore plans to fill them with women;*

- (2) assist in recruitment of women* to fill these positions;
- (3) monitor salaries to insure that female administrators and professionals receive pay commensurate with their qualifications, performance, and level of appointment;
- (4) coordinate the formation of a job register of qualified women interested in and available for administrative jobs;
- (5) assist in the implementation of fair employment practices including maternity leaves; equal fringe benefits for women, both part-time and full-time; etc.

B. Faculty

- (1) meet with department heads, determine available posts, and explore plans to fill them with women;*
- (2) assist in recruitment of women* to fill these positions;
- (3) monitor faculty salaries to insure that female faculty members receive pay commensurate with their qualifications, performance, and level of appointment;
- (4) coordinate the formation of a job register of qualified women interested in and available for faculty positions;
- (5) assist in the implementation of fair employment practices including maternity leaves; equal fringe benefits for women, both part-time and full-time; tenure guidelines geared to women with families; etc.

C. Clerical and Supporting

- (1) inform the director of personnel of available administrative openings for which clerical and supporting personnel would be qualified;
- (2) with the director of personnel, establish a register of clerical and supporting staff women in the University community, or the community at large, who would like administrative jobs but who may require supplementary training.

D. Research and Program

- (1) provide support to the academic program of female studies;

*(or men if the ratio of men to women is disproportionately high in favor of women)

- E. maintaining continuous interaction with the Office of Women's Programs in order to coordinate non-academic programs for women whenever possible;
- F. represent Women's Studies by serving as a member of the Commission on Women;
- G. working with the Bureau of Educational Research to obtain foundation support for a model program.

Action Priorities

The following items should be assigned priority for early action by the Commission on Women and/or the female academic administrator:

- A. It should be the duty of the Commission to review the Affirmative Action Plan to insure that all procedures, methods, and reviews of compliance are set up in the most expeditious manner, and are equitable throughout the University.
- B. A comprehensive survey is urgently needed to identify the special needs and problems of women students, particularly as regards possible discrimination in the areas of admissions (with special emphasis on admission to graduate school), counseling, grading, and classroom experience.
- C. An early investigation should consider the expansion of facilities for day care of children of University personnel.
- D. Insurance policies for employees should be investigated in regard to provisions which deny equal benefits to women or which take a moralistic stance discriminatory to women. If the insurance carrier refuses to change such provisions, the University should take steps to engage a non-discriminatory carrier.
- E. An early study should be made of the qualifications of women employed at lower faculty and administrative levels, so that a list of women recommended for early promotion may be maintained by the Commission.
- F. An investigation should be conducted into the University's programs of on-the-job training, job enrichment, and related educational benefits to assure that these are non-discriminatory.
- G. A study should be made of the participation of women in college and departmental governance.
- H. A study should be made of salary, rank, and promotion within the area of academic-professional females without faculty rank.